

INSTRUCTIONS FOR USING FORM 240, COURIER RECEIPT AND LOG RECORD,
AND THE AGENCY MULTIPURPOSE ENVELOPE

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1. Form 240 is designed to serve several purposes. At one writing, copies of the form are made for the addressing, receipting, and logging of classified materials ~~transmitted within headquarters through the courier system. The form meets all security requirements for logging material classified up through SECRET.~~

2. The Agency multipurpose envelope is a companion to Form 240. This envelope has been approved by the Office of Security for transmitting classified material within headquarters. For TOP SECRET and other material requiring double wrapping, the envelope can serve as the outer wrapper. In addition to meeting these security requirements, the new envelope offers the following advantages:

Saves time - You can address an envelope and attach a courier receipt in one operation. Simply insert the receipt in the window pocket on the face of the envelope. If a courier receipt is not used, insert a 3" x 5" card or slip of paper, and write in the address.

Saves Money - These envelopes may be used repeatedly if the flap is sealed with removable tape.

Saves safe space - Used envelopes will not require safe-type storage since names and addresses should not appear on them. However, extreme care should be taken to ensure that no class material is left in used envelopes.


2. The following instructions govern use of Form 240 and the multipurpose envelope:

a. Fill in the "From," "To," "Date," and "Type of Material," boxes on Part I of Form 240. If Parts 2 and 3 are to be used as log records, remove Part 1 from the set, and include on Part 2 in the box "Log Data," information sufficient to identify the document(s). If Form 240 is being prepared by typewriter, remove Part 1 simply by rolling the platen forward and tearing off this part. The stub will hold the form in place so that it can be rolled back into the typewriter for completion of the "Log Data" box on Part 2.

b. Insert Part 1 of Form 240 in the window pocket of the multipurpose envelope. If this type of envelope is not being used, attach Part 1 securely to the package or regular envelope. *Upon receipt*

c. With a paper clip or small piece of tape, attach Part 2 to the envelope or package for easy removal by the courier. He will initial this part and indicate on it the date and time of pick-up. This copy can then serve as your outgoing log record, if logging information has been placed in the "Log Data" box.

d. Part 3 is an optional copy, for example:



(1) Attach it to the document(s) being transmitted to serve either as an incoming log for the recipient or as a transmittal slip for forwarding the material from the receiving desk to the action desk, or

(2) Use it in the sending office for cross-reference or follow-up purposes.

4. Any questions on the use of Form 240 or the multipurpose envelope may be referred to your Records Officer or the Records Management Staff.